

CHAPTER 10

TYPES OF FILINGS

Amended Schedules D, E and F
Motions/Applications - No Fee and Fee Based
Answers/Responses/Objections
Amended Documents
Attachments to Documents
Notices
Miscellaneous Proceedings

Amended Schedules D, E & F

This module demonstrates the steps to amend Schedules D, E & F. These are **fee-based amendments**. If the amended schedules are filed at one time there is one fee. If they are filed at separate times, the same fee is charged for each schedule.

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu Bar.

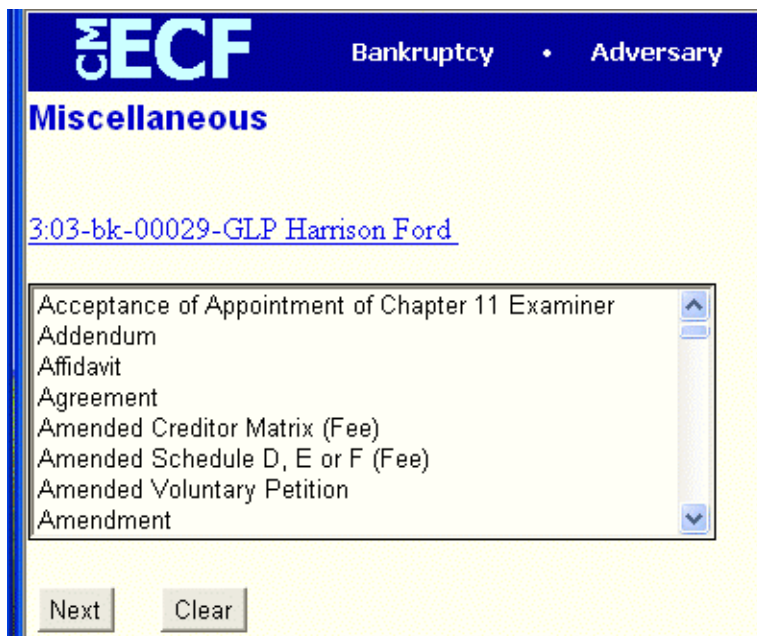
STEP 2 The **Bankruptcy Events** screen displays.

- ◆ Click the [Miscellaneous](#) hypertext link.

STEP 3 The **Case Number** screen displays.

- ◆ Enter the complete case number (office code-yy-bk-nnnnn).
- ◆ Click **[Next]** to continue.

STEP 4 The **Document Selection** screen displays. (See Figure 1)



The screenshot shows the CM/ECF Bankruptcy Adversary Miscellaneous screen. The header bar is blue with the CM/ECF logo and the text "Bankruptcy • Adversary". Below the header, the word "Miscellaneous" is displayed in blue. A case number "3:03-bk-00029-GLP Harrison Ford" is shown in blue. A list box contains the following document types: "Acceptance of Appointment of Chapter 11 Examiner", "Addendum", "Affidavit", "Agreement", "Amended Creditor Matrix (Fee)", "Amended Schedule D, E or F (Fee)", "Amended Voluntary Petition", and "Amendment". At the bottom of the list box are "Next" and "Clear" buttons.

Figure 1

- ◆ Verify the case name and case number that is displayed.
- ◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
- ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Click the down arrow ▼ to reveal the list of miscellaneous events. Highlight *Amended Schedules D, E, or F*.
- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

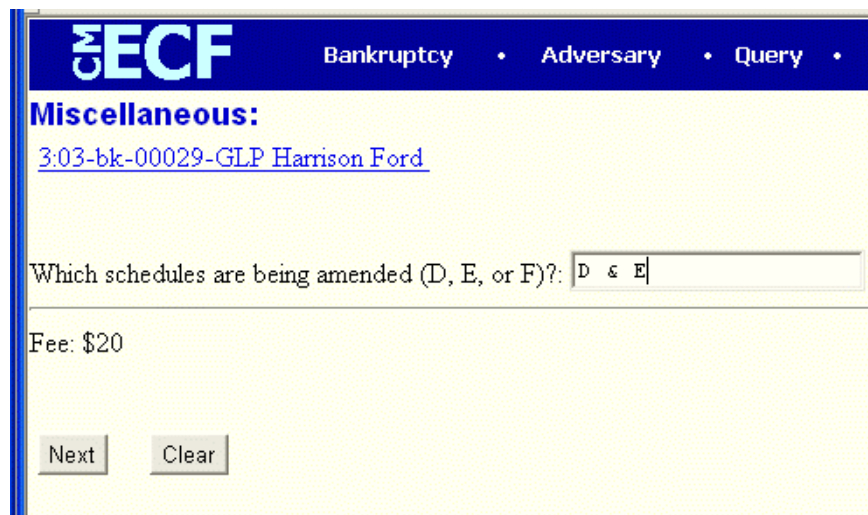
Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.

- ◆ Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select it and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to the document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for instructions, if necessary).
- ◆ Click **[Next]** to continue.

STEP 7 The **Enter Schedules** screen displays. (See Figure 2)



ECF Bankruptcy • Adversary • Query • Reports

Miscellaneous:
[3:03-bk-00029-GLP Harrison Ford](#)

Which schedules are being amended (D, E, or F)?

Fee: \$20

Figure 2

- ◆ Enter the schedule or schedules being amended where prompted.
- ◆ Click **[Next]** to continue.

STEP 8 The **Final Docket Text** screen displays. (See Figure 3)



ECF Bankruptcy • Adversary • Query • Reports • Utilities

Miscellaneous:
[3:03-bk-00029-GLP Harrison Ford](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Filed by Diane Jackson on behalf of Debtor Harrison Ford . (Jackson, Diane)

Figure 3

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Certified
Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Interim
Intervenor's
Joint
Limited
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth

Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry.
- ◆ Click **[Next]** to continue.

STEP 9 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct:
 - ◆ Click **[Next]** to continue and officially submit the document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort the event and begin again, return to **Step 1**.

STEP 10 The **Electronic Payment** screen appears. (See Figure 4)

Date Incurred	Description	Amount
2003-08-06 11:59:51	Amended Schedule D, E, or F (Fee)(3:03-bk-00035) [misc,amdscha] (20.00)	\$ 20.00
2003-08-06 13:09:29	Voluntary Petition (Chapter 7)(3:03-bk-00037) [misc,volp7a] (200.00)	\$ 200.00
2003-08-07 07:43:02	Voluntary Petition (Chapter 7)(3:03-bk-00038) [misc,volp7a] (200.00)	\$ 200.00
2003-08-07 12:47:00	Amended Schedule D, E, or F (Fee)(3:03-bk-00038) [misc,amdscha] (20.00)	\$ 20.00
		Total: \$ 440.00

Pay Now Continue Filing

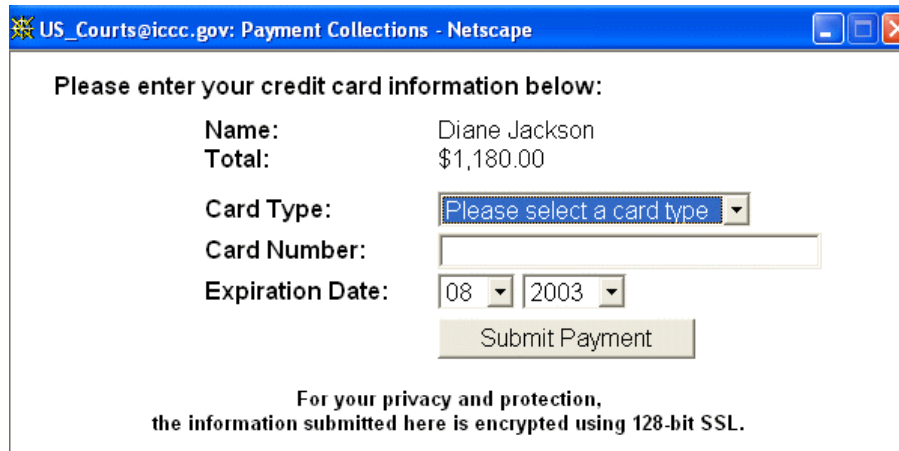
Figure 4

- ◆ A summary of current charges appears showing the *date incurred*, *description* and *amount*.
- ◆ The user has the option to **[Pay Now]** or **[Continue Filing]**. Although the court recommends that you pay as you go, you may pay at the end of each CM/ECF session.
- ◆ Select **[Continue Filing]** if you are filing multiple documents and want to submit one payment at the end of each CM/ECF session. (You can also combine other fee-based filings before submitting payment). Proceed to **Step 13**.

Note: The system will not remind the user that there are fees to be paid. If you **[Continue Filing]** the charges will accumulate until you are ready to pay. To pay at the end of the CM/ECF session, refer to module "Internet Payments Due".

- ◆ If you select **[Pay Now]** proceed to **Step 11**

STEP 11 The **Payment Collections** screen will display. (See Figure 5).



US_Courts@iccc.gov: Payment Collections - Netscape

Please enter your credit card information below:

Name: Diane Jackson
Total: \$1,180.00

Card Type: Please select a card type
Card Number:
Expiration Date: 08 2003

Submit Payment

For your privacy and protection,
the information submitted here is encrypted using 128-bit SSL.

Figure 5

- ◆ Your name and the total filing fees will appear.
- ◆ Click the card type. The court accepts the following credit cards:
 - American Express
 - Discover
 - Master Card
 - Visa
 - Diners Club
- ◆ Enter the credit card number.
- ◆ Enter the expiration date.
- ◆ Click **[Submit Payment]**.

STEP 12 The **Transaction Receipt** screen displays. (See Figure 6).

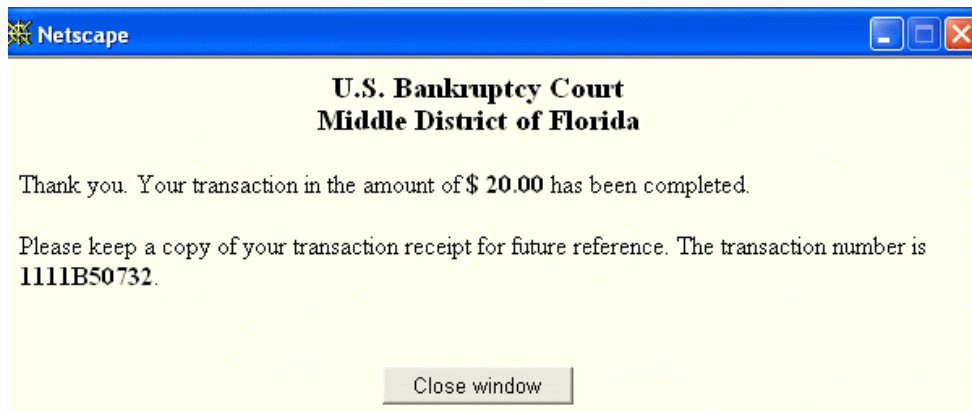


Figure 6

- ◆ Keep a copy of your transaction receipt for future reference. It will provide you with your transaction number.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.
- ◆ Click **[Close Window]**.

STEP 13 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the Docket Report for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

Motions/Applications

This module demonstrates the steps to file a motion/application in the CM/ECF system. This example demonstrates the electronic filing of a Motion for Sanctions. The same steps would be followed for other types of motions/applications. Motions/applications will be found in the [Motions/Applications](#) category.

Motion for Sanctions

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.

Note: If the motion/application is in an adversary proceeding, choose the [Adversary](#) hypertext link.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the [Motions/Applications](#) hypertext link.

STEP 3 The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

STEP 4 The **File a Motion** screen displays.

◆ Verify the case name and case number that is displayed.

◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.

◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

- ◆ Click the down arrow ▼ to reveal the list of motions/applications or press the “a” for applications or “m” for motions. Highlight *Motion for Sanctions*.

Note: You may continue to press the “a” or “m” until the motion/application you are filing is highlighted.

- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).

- ◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “Ctrl” key down and click to highlight the remaining party or parties.

- ◆ Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)

- ◆ Click **[Next]** to continue.

STEP 7 The **Refer to Existing Event** screen displays.

- ◆ This event allows you to relate the motion/application to a previously filed document. Most motion/applications will not relate to a previously filed document. This event will be used for amended motions/applications, responses or objections which will be covered in another section.
- ◆ Click **[Next]** to continue.

STEP 8 The **Final Docket Text** screen displays. (See Figure 7)

File a Motion:
[6.03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Motion For Sanctions against Blackbeard Industrie Filed by Joint Debtor Elizabeth Sparrow , Debtor Jack Sparrow . (Baker, Christine)

Figure 7

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Certified

Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Interim
Intervenors
Joint
Limited
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: “against Blackbeard Industries” to indicate whom the motion for sanctions are against.
- ◆ Click **[Next]** to continue.

STEP 9 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
 - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 10 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court’s database. It certifies that the document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.

- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

Fee Based Motions/Applications

This module demonstrates the steps to file a fee based motion/application in the CM/ECF system. This example demonstrates the electronic filing of a Motion to Convert to Chapter 7. The same steps would be followed for other types of fee based motions/applications. Motions/applications will be found in the [Motions/Applications](#) category.

Motion to Convert Case to Chapter 7

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.

Note: If the motion/application is in an adversary proceeding, choose the [Adversary](#) hypertext link.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the [Motions/Applications](#) hypertext link.

STEP 3 The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

STEP 4 The **File a Motion** screen displays.

◆ Verify the case name and case number that is displayed.

◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.

◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

◆ Click the down arrow ▼ to reveal the list of motions/applications or press the “a” for applications or “m” for motions. Highlight *Motion to Convert Case to Chapter 7*.

Note: You may continue to press the “a” or “m” until the motion/application you are filing is highlighted.

- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

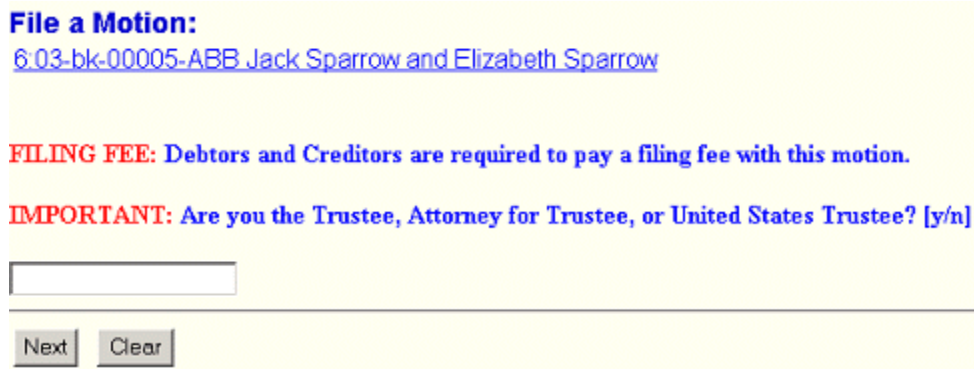
- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.

- ◆ Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click **[Next]** to continue.

STEP 7 The **Fee Information** screen displays. (See Figure 8)

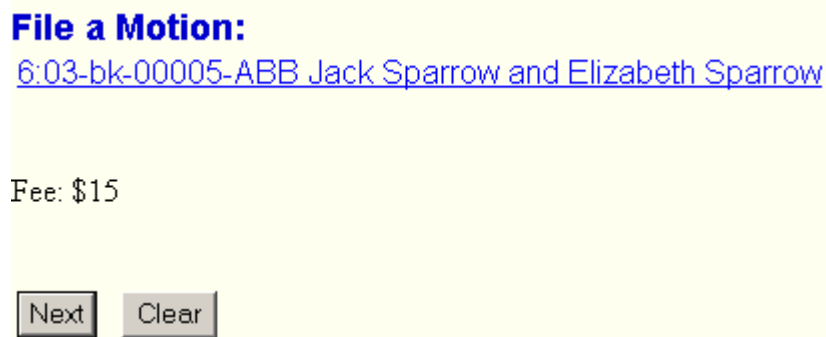
File a Motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

FILING FEE: Debtors and Creditors are required to pay a filing fee with this motion.

IMPORTANT: Are you the Trustee, Attorney for Trustee, or United States Trustee? [y/n]

 Figure 8

- ◆ Debtors and Creditors are required to pay the \$15.00 filing fee. The filing fee for Trustees, Attorneys for Trustees and the United States Trustee are deferred.
- ◆ Click **[Y/N]** as appropriate.
- ◆ Click **[Next]** to continue

STEP 8 The **Required Fee** screen displays. (Figure 9)

File a Motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

Fee: \$15

 Figure 9

- ◆ Click **[Next]** to continue.

STEP 9 The **Refer to Existing Event** screen displays.

- ◆ This event allows you to relate the motion/application to a previously filed document. Most motion/applications will not relate to a previously filed document. This event will be used for amended motions/applications, responses or objections which will be covered in another section.
- ◆ Click **[Next]** to continue.

STEP 10 The **Final Docket Text** screen displays. (See Figure 10)

File a Motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Fee Paid: \$15. Filed by Christine Baker on behalf of Joint Debtor Elizabeth Sparrow , Debtor Jack Sparrow (Baker, Christine)

Figure 10

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type "v"). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Certified
Corrective

Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Interim
Intervenors
Joint
Limited
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry.
- ◆ Click **[Next]** to continue.

STEP 11 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
 - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 12 The **Electronic Payment** screen displays. (Figure 11)

Summary of current charges:		
Date Incurred	Description	Amount
2003-08-11 13:20:21	Motion to Convert Case to Chapter 7(6:03-bk-00005- ABB) [motion,mcnv7] (15.00)	\$ 15.00
		Total: \$ 15.00
<div>Pay Now</div> <div>Continue Filing</div>		

Figure 11

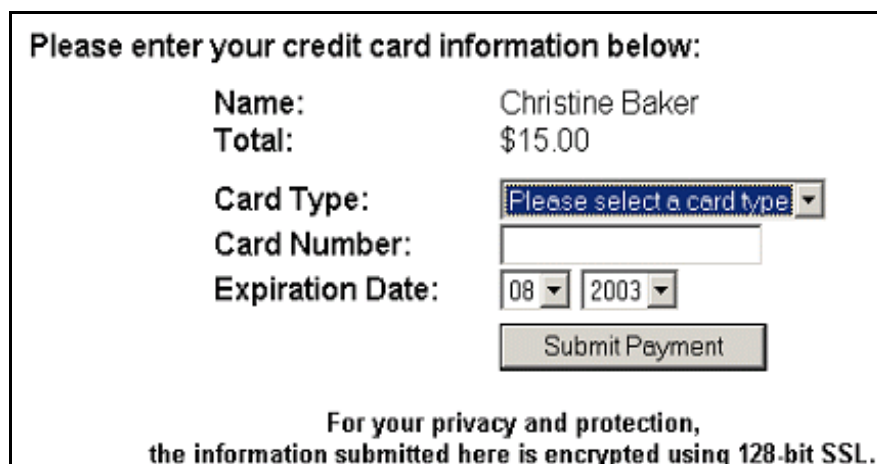
- ◆ A summary of current charges displays showing the *date incurred*, *description*, and *amount*.

- ◆ The user has the option to **[Pay Now]** or **[Continue Filing]**. Although the court recommends that you pay as you go, you may pay at the end of each CM/ECF session.
- ◆ Select **[Continue Filing]** if you are filing multiple documents and want to submit one payment at the end of each CM/ECF session. (You can also combine other fee-based filings before submitting payment). Proceed to **Step 15**

Note: The system will not remind the user that there are fees to be paid. If you **[Continue Filing]** the charges will accumulate until you are ready to pay. To pay at the end of the CM/ECF session, refer to module "Internet Payments Due".

- ◆ If you select **[Pay Now]** proceed to **Step 13**

STEP 13 The **Payment Collections** screen displays. (Figure 12)



Please enter your credit card information below:

Name:	Christine Baker
Total:	\$15.00
Card Type:	<input type="text" value="Please select a card type"/>
Card Number:	<input type="text"/>
Expiration Date:	<input type="text" value="08"/> <input type="text" value="2003"/>

For your privacy and protection,
the information submitted here is encrypted using 128-bit SSL.

Figure 12

- ◆ Click the card type. The court accepts the following credit cards:

American Express
Discover
MasterCard
Visa
Diners Club

- ◆ Enter the credit card number.
- ◆ Enter the expiration date.
- ◆ Click **[Submit Payment]** to complete the transaction.

STEP 14 The **Transaction Receipt** screen displays. **(Figure 13)**

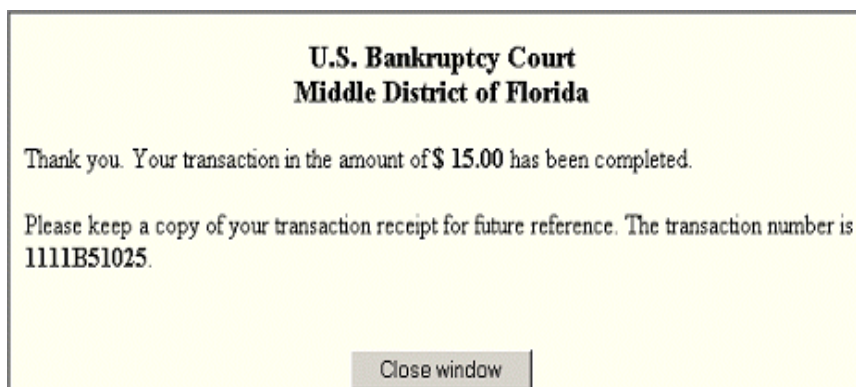


Figure 13

- ◆ Keep a copy of your transaction receipt for future reference.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.
- ◆ Click **[Close window]**.

STEP 15 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

Answers/Responses/Objections

This module demonstrates the steps to file an answer, response or objection in the CM/ECF system. This example demonstrates a Response to a Motion for Sanctions. The same steps would be followed for any other type of answer, response or objection.

Response to Motion for Sanctions

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.

Note: If the answer, response or objection is in an adversary proceeding, choose the [Adversary](#) hypertext link.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the [Answer/Response/Objection](#) hypertext link.

STEP 3 The **Answer/Response** screen displays.

◆ Click the [Reference an Existing Motion/Application](#) hypertext link.

STEP 4 The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

STEP 5 The **Document Type** screen displays. (See Figure 14)



Figure 14

- ◆ Verify the case number and case name.
 - ◆ If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.
 - ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the **[Back]** button at any time during this docketing process to verify former screens until the final submission.
- ◆ Click the down arrow ▼ in the **Document Type** pick list to reveal the list of events. The options are:

Objection

Reply

Response
- ◆ Click to highlight the **Response** option. In this example, a *Response to a Motion for Sanctions* is being docketed.
- ◆ Click **[Next]** to continue.

STEP 6 The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.

- ◆ Click [**Next**] to continue

STEP 7 The **PDF Document Selection** screen displays.

- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click [**Next**] to continue.

STEP 8 The **Pending Motions** screen displays. (See Figure 15)

ECF Bankruptcy • Adversary • Query • Reports • U

File an answer, response or objection to a motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

Select the applicable motion(s)/application(s).

☒ 07/22/2003 4 Motion For Sanctions against *Blackbeard Industries* Filed by Joint Debtor Elizabeth Sparrow, Debtor Jack Sparrow. (Baker, Christine)

Next Clear

Figure 15

- ◆ Select the motion you wish to respond to by clicking inside the radio box to place a checkmark next to the relevant motion. This will link the response to the motion.
- ◆ Click **[Next]** to continue.

STEP 9 The **Final Docket Text** screen displays. (See Figure 16)

File an answer, response or objection to a motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Response to Filed by Christine Baker on behalf of Joint Debtor Elizabeth Sparrow, Debtor Jack Sparrow. (Baker, Christine)

Next Clear

Figure 16

- ◆ A prefix box and/or supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Certified
Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Interim
Intervenors
Joint
Limited
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Amended

Third Party
Trial
Unilateral
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: "Motion for Sanctions".

Note: The docket text reflects that this Response is related to Document [4], the Motion for Sanctions.

- ◆ Click **[Next]** to continue.

STEP 10 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
 - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 11 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.

- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

Amended Documents

This module demonstrates the steps to amend documents. Although this example shows the amending of a Motion for Sanctions, the same steps would be followed to amend other types of documents. Refer to the module entitled “Amended Schedules D, E & F” for instructions on amending the debtor(s) schedules.

Note: If you are amending a document, docket the event as usual and choose “amended” from the list of prefix options in the Final Docket Text screen. However, if you are amending a motion/application where the fee was paid with the initial filing, pay close attention to the display messages to avoid being charged a filing fee for the amended document where none is actually due.

Amended Motion for Sanctions

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.

Note: If the amended motion is in an adversary proceeding, choose the [Adversary](#) hypertext link.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the [Motions/Applications](#) hypertext link.

STEP 3 The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

STEP 4 The **File a Motion** screen displays.

◆ Verify the case name and case number that is displayed.

◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.

◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

- ◆ Click the down arrow ▼ to reveal the list of motions or press the “a” for applications or “m” for motions. Highlight *Motion for Sanctions*.

Note: You may continue to press the “a” or “m” until the motion/application you are filing is highlighted.

- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

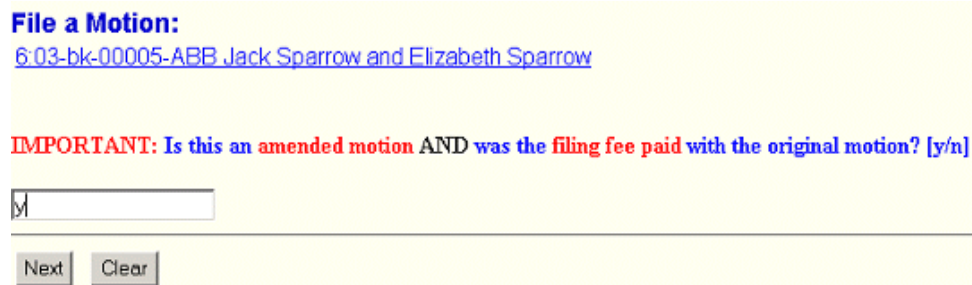
- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “Ctrl” key down and click to highlight the remaining party or parties.

- ◆ Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. To verify you have selected the correct document right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click **[Next]** to continue.

STEP 7 The **Fee Display Message** screen displays (if applicable). (Figure 17)

File a Motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

IMPORTANT: Is this an amended motion AND was the filing fee paid with the original motion? [y/n]

Figure 17

- ◆ If the pleading docketed is an amended motion where the fee was paid with the original motion, type “y” in the prompt to avoid being charged a filing fee for the amended document where none is actually due.

Note: If you did not pay the filing fee with the original motion, type “n” in the prompt. When the credit card payment option displays at the end of the transaction, refer to **Step 12** in the “Fee Based Motions/Applications” module.

- ◆ Click **[Next]** to continue.

STEP 8 The **Refer to Existing Event** screen displays. (See Figure 18)

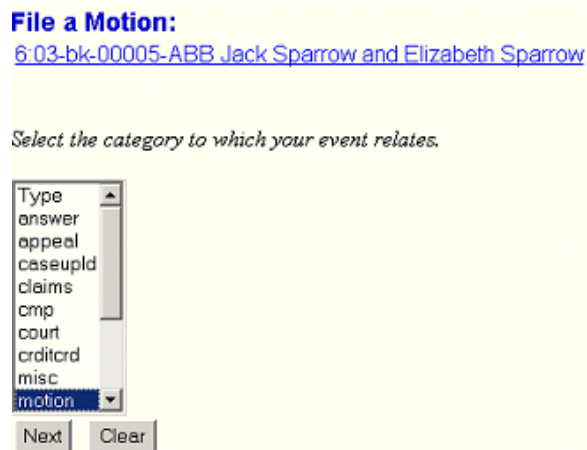
ECF Bankruptcy • Adversary •

File a Motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

☒ **Refer to existing event(s)?**

Figure 18

- ◆ Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to choose the document being amended. By referring to that document a linkage will be created in the system.
- ◆ Click **[Next]** to continue.

STEP 9 The **Document Category** screen displays. (See Figure 19)

File a Motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

Select the category to which your event relates.

Type
answer
appeal
caseupld
claims
cmp
court
creditrd
misc
motion

Next Clear

Figure 19

- ◆ Click to highlight and select the category of documents to which this amended document refers. The document being amended in this example is a Motion for Sanctions. That document was originally docketed by choosing the *Motion* category. Therefore, click the *Motion* category to highlight and select all the motions docketed in this case.

Note: If you are unsure as to the category the item you are amended was docketed under, left click on *Type* and drag down to highlight and select all categories of documents to which this amended document may refer. The system will find and display all docket entries associated with the case.

- ◆ Click **[Next]** to continue.

STEP 10 A **Document List** displays.

- ◆ A list of motions filed in this case will be displayed. If you highlighted all category types, the entire docket will be displayed.
- ◆ Click inside the box next to the document being amended to include (link) this *amended* document to the previously filed document.
- ◆ Click **[Next]** to continue.

STEP 11 The **Final Docket Text** screen displays. (See Figure 20)

Figure 20

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
 Addendum to
 Agreed
 Alias
 Amended
 Amendment to
 Certified
 Corrective
 Cross
 Emergency
 Ex Parte
 Expedited
 Fifth
 Final
 First
 First Amended
 Fourth
 Fourth Amended
 Interim
 Intervenor

Joint
Limited
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- ◆ In this example, we have selected “Amended”.
- ◆ A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: “against Blackbeard Industries” to indicate whom the motion for sanctions are against.

Note: The docket text reflects that this Amended Motion is related to Document [4], the original Motion that is now being amended through this entry.

- ◆ Click **[Next]** to continue.

STEP 12 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
- ◆ Click **[Next]** to continue and officially submit document.

- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 13 The **Notice of Electronic Filing** screen displays.

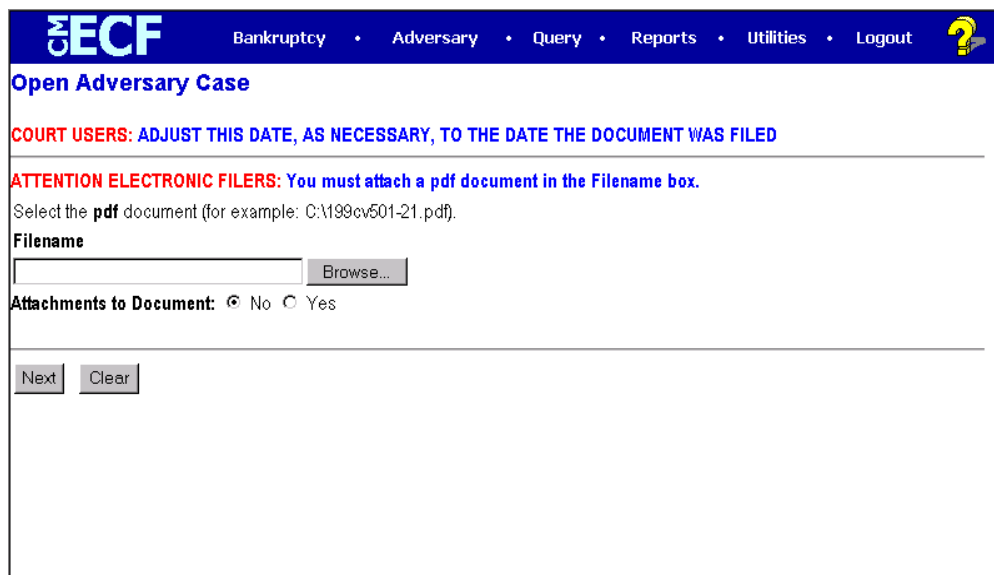
- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

Attachments to Documents

This module demonstrates the steps to take when an electronically filed document has attachments. This will occur most frequently when a document, such as a motion, is typed in word processing and converted to PDF format. However, there are additional exhibits to be included with the filing. In this instance there will be more than one PDF file; the document itself converted to PDF format in the word processor, and one or more attachments scanned and saved in PDF format.

STEP 1 Scan the attachment(s) and convert to *PDF* format. (See module: Converting to PDF Format - Scanned Documents for additional information) If you have multiple exhibits to attach to a document, you can scan them all at the same time and save them under one *PDF* filename.

STEP 2 During the docketing process, the **PDF Document Selection** screen displays. (See **Figure 21**)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Adversary Case". A red instruction reads: "COURT USERS: ADJUST THIS DATE, AS NECESSARY, TO THE DATE THE DOCUMENT WAS FILED". Below this, a red instruction states: "ATTENTION ELECTRONIC FILERS: You must attach a pdf document in the Filename box." The text "Select the pdf document (for example: C:\199cv501-21.pdf)." is displayed. There is a text input field labeled "Filename" with a "Browse..." button to its right. Below the input field, the "Attachments to Document:" section has two radio buttons: "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

Figure 21

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. To verify you have selected the correct document right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF or click **Open** to select and associate it with the docket entry.

- ◆ The **Attachments to Document** radio button defaults to **No**. Click to select **Yes**.
- ◆ Click **[Next]** to continue.

STEP 3 The **Attachments to Document** screen displays. (See Figure 22)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

Browse...

2) At your option, select a document type and/or enter a description.

Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

Figure 22

- ◆ In **Section 1**, click **[Browse]**, then navigate to the directory where the **attachment** PDF file is located for the main document. View the document to verify the correct file has been selected. Double-click the PDF **attachment** file to select it and include it with the main document for this docket entry.

STEP 4 The **attachment PDF** filename now displays in **Section 1**. (See Figure 23)

ECF Bankruptcy • Adversary • Query • Reports

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

Browse...

Figure 23

- ◆ **Section 2** allows for descriptive information about this **attachment**.
- ◆ Click on the down arrow ▼ to reveal the list of options in the **Type** category. (See Figure 24)

2) At your option, select a document type and/or enter a description.

Type	Description
<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #4f81bd; color: white; padding: 2px;">▼</div> <div style="background-color: #4f81bd; color: white; padding: 2px;">Appendix</div> <div style="background-color: #4f81bd; color: white; padding: 2px;">List of 20 Largest Creditors</div> <div style="background-color: #4f81bd; color: white; padding: 2px;">Exhibit</div> <div style="background-color: #4f81bd; color: white; padding: 2px;">Index</div> <div style="background-color: #4f81bd; color: white; padding: 2px;">Affidavit</div> <div style="background-color: #4f81bd; color: white; padding: 2px;">Revision</div> <div style="background-color: #4f81bd; color: white; padding: 2px;">Schedule</div> <div style="background-color: #4f81bd; color: white; padding: 2px;">Supplement</div> <div style="background-color: #4f81bd; color: white; padding: 2px;">Volume(s)</div> <div style="background-color: #4f81bd; color: white; padding: 2px;">Proposed Order</div> </div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>box below. If you have more attachments, go back</p> <p>on.</p> <p>st</p> <p>from List</p>

Figure 24

- ◆ Click to highlight a **Type** if appropriate for this **attachment**, or leave blank.
- ◆ If you left the type field blank, you must click inside the Description field to type the name of the **attachment(s)**. As examples: *Deed of Trust and Promissory Note*; or *Security Agreement* (if only one attachment is included). Note that either **Type** or **Description** field must be filled in.
- ◆ Click **[Add to list]** to include the **attachment** in the docket entry.

STEP 5 The **Attachment Filename** displays in **Section 3**. (See Figure 25)

3) Add the filename to the list box below. If you have more attachments, g complete, click on the Next button.

X:\PDF files\ntc117.pdf

Add to List

Remove from List

Next

Figure 25

- ◆ If the **attachment** filename displayed is incorrect, click to highlight the filename, then click **Remove from List**.
- ◆ If there are additional attachments to include, repeat **Steps 3 and 4** until all attachments are displayed in **Section 3**.
- ◆ When all attachments are displayed in **Section 3**, click **[Next]** to continue.
- ◆ Proceed to docket the remainder of the event as usual.

Notices

This module will demonstrate the steps to file a notice event in the [Notice](#) category. This example demonstrates a *Notice of Withdrawal of Pleadings*. The same steps would be followed for other types of notices.

Notice of Withdrawal of Pleadings

STEP 1 Click the [Bankruptcy](#) hypertext link from the CM/ECF main menu.

Note: If the notice is in an adversary proceeding, choose the [Adversary](#) hypertext link.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the [Notices](#) hypertext link.

STEP 3 The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

STEP 4 The **File a Notice** screen displays. (See Figure 26)

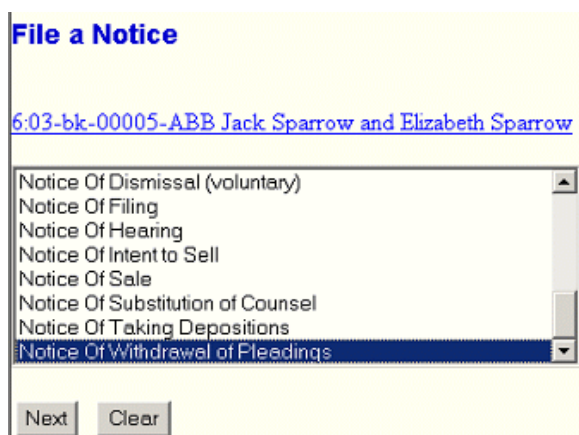


Figure 26

◆ Verify the case name and case number that is displayed.

- ◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
- ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Click the down arrow ▼ to reveal the list of notices or press the “n” for notices. Highlight *Notice of Withdrawal of Pleadings*

Note: You may continue to press the “n” until the notice you are filing is highlighted.
- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

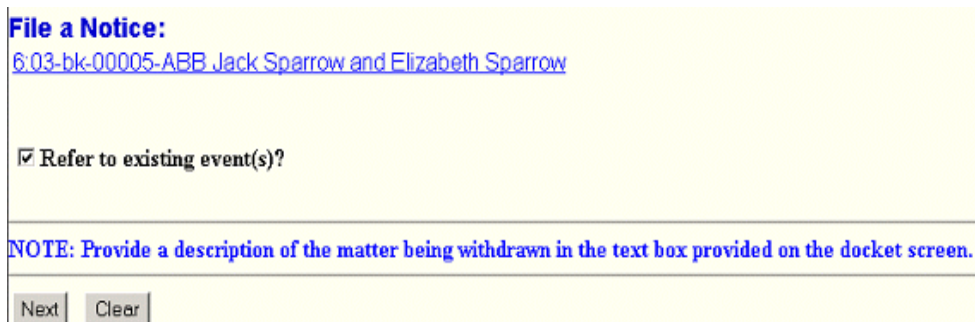
- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.
- ◆ Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click **[Next]** to continue.

STEP 7 The **Refer to Existing Event** screen displays. (See Figure 27)



File a Notice:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

☒ Refer to existing event(s)?

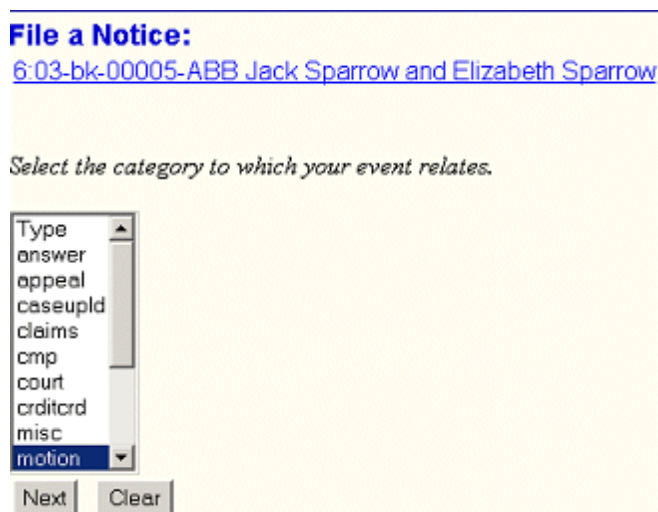
NOTE: Provide a description of the matter being withdrawn in the text box provided on the docket screen.

Next Clear

Figure 27

- ◆ Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to choose the document being amended. By referring to that document a linkage will be created in the system.
- ◆ Click **[Next]** to continue.

STEP 8 The **Document Category** screen displays. (See Figure 28)



File a Notice:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

Select the category to which your event relates.

Type
answer
appeal
caseupld
claims
cmp
court
creditor
misc
motion

Next Clear

Figure 28

- ◆ Click to highlight and select the category of documents to which this notice of withdrawal refers. The document being withdrawn in this example is an Amended Motion for Sanctions. That document was originally docketed by choosing the *Motion* category. Therefore, click the *Motion* category to highlight and select all the motions docketed in this case.

Note: If you are unsure as to the category the item you are withdrawing was docketed under, left click on *Type* and drag down to highlight and select all categories of documents to which this amended document may refer. The system will find and display all docket entries associated with the case.

- ◆ Click **[Next]** to continue.

STEP 9 A **Document List** displays.

- ◆ A list of motions filed in this case will be displayed. If you highlight all category types, the entire docket will be displayed.
- ◆ Click inside the box next to the document being withdrawn to include (link) this document to the previously filed document.
- ◆ Click **[Next]** to continue.

STEP 10 The **Final Docket Text** screen displays. (See Figure 29)

File a Notice:

[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Notice of Withdrawal of Amended Motion for Sanctions Filed by Christine Baker on behalf of Joint Debtor Elizabeth Sparrow , Debtor Jack Sparrow (related document(s)[6]). (Baker, Christine)

Figure 29

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.

- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Certified
Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Interim
Intervenors
Joint
Limited
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental

Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry.

Note: The docket text reflects that this *Notice of Withdrawal* is related to Document [6], the original Amended Motion.

- ◆ Click **[Next]** to continue.

STEP 11 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
 - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 12 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.

- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertextlink will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

Miscellaneous Pleadings

This module will demonstrate the steps to file a document listed in the [Miscellaneous](#) category. This example demonstrates a *Notice of Change of Address*. The same steps would be followed for other types of miscellaneous pleadings contained in this category.

Note: When preparing a Notice of Change of Address, be sure to include the old address and the new address of the affected party to allow the court to update correctly.

Notice of Change of Address

STEP 1 Click the [Bankruptcy](#) hypertext link from the CM/ECF main menu.

Note: If the notice is in an adversary proceeding, choose the [Adversary](#) hypertext link.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the [Miscellaneous](#) hypertext link.

STEP 3 The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

STEP 4 The **Miscellaneous** screen displays. (See Figure 30)

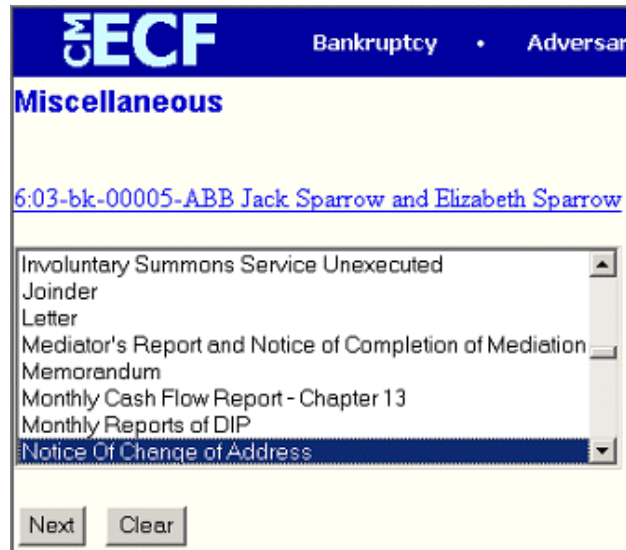
The screenshot shows the ECF Miscellaneous screen. At the top, there is a blue header with the ECF logo and the text "Bankruptcy • Adversary". Below the header, the word "Miscellaneous" is displayed in blue. Underneath, the case number "6:03-bk-00005-ABB" and the case name "Jack Sparrow and Elizabeth Sparrow" are shown. A list of pleadings is displayed in a scrollable box, with "Notice Of Change of Address" highlighted. The list includes: Involuntary Summons Service Unexecuted, Joinder, Letter, Mediator's Report and Notice of Completion of Mediation, Memorandum, Monthly Cash Flow Report - Chapter 13, Monthly Reports of DIP, and Notice Of Change of Address. At the bottom of the list, there are "Next" and "Clear" buttons.

Figure 30

- ◆ Verify the case name and case number that is displayed.
 - ◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
 - ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Click the down arrow ▼ to reveal the list of pleadings or press the first letter of the type of document (i.e.: "n" for notice). Highlight *Notice of Change of Address*.

Note: You may continue to press the letter to run through the entire letter selection until the item you are filing is highlighted.
- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).

- ◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.

- ◆ Click [**Next**] to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click [**Next**] to continue.

STEP 7 The **Court User Message** screen displays.

- ◆ Click [**Next**] to continue.

STEP 8 The **Final Docket Text** screen displays. (See Figure 31 and 32)

Miscellaneous:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Notice of Change of Address Filed by
 Christine Baker on behalf of Joint Debtor Elizabeth Sparrow , Debtor Jack Sparrow .
 (Baker, Christine)

Figure 31 - Debtor

Miscellaneous:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Notice of Change of Address for GMAC and Ford Motor Cr Filed by
 Christine Baker on behalf of Joint Debtor Elizabeth Sparrow , Debtor Jack Sparrow .
 (Baker, Christine)

Figure 32 - Creditor

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
 Addendum to
 Agreed
 Alias
 Amended
 Amendment to

Certified
Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Interim
Intervenors
Joint
Limited
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry. In **Figure 3** we have added the name of the creditors with an address change.

- ◆ Click **[Next]** to continue.

STEP 9 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
 - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 10 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.